

# MEMORANDUM



TO: City Council  
Ray Towry, City Manager  
Interested Parties

FROM: Blair Larsen, Community and Economic Dev. Director

DATE: August 11, 2020

SUBJECT: Community and Economic Development Department Report for July, 2020

The Community and Economic Development Department (CEDD) consists of the City's Building, Planning, Engineering, Economic Development, Code Enforcement, and Parks and Recreation programs. The following is a summary of activities and notes on current projects from July 1<sup>st</sup>, to July 31<sup>st</sup>, 2020.

## 1. BUILDING

- Summary of Building Program Permits Issued.

Permit Category	July, 2020	June, 2020	2020 YTD	2019 Total	2015-2019 Annual Average
Residential 1 and 2 Family Dwellings	1	3	12	31	33.2
Residential Demolition	0	1	5	8	7.2
Residential Manufactured Dwellings	0	0	5	17	13.6
Residential Mechanical Permits	15	10	60	116	100.8
Residential Plumbing	2	3	11	38	35
Residential Site Development	0	0	0	1	1.6
Residential Structural	2	6	30	54	41.8
Commercial Alarm or Suppression Systems	0	0	1	2	1.0
Commercial Demolition	0	0	1	3	2.4
Commercial Mechanical	2	3	10	18	14.6
Commercial Plumbing	0	1	5	15	11.6
Commercial Site Development	0	0	1	0	2.8
Commercial Structural	2	1	12	50	44.0
<b>Total Permits</b>	<b>24</b>	<b>28</b>	<b>153</b>	<b>353</b>	<b>309.6</b>
<b>Value Estimate of All Permits</b>	<b>\$682,691.91</b>	<b>\$974,078.05</b>	<b>\$5,139,600.59</b>	<b>\$24,458,766.87</b>	<b>\$14,266,780.27</b>
<b>Fees Collected</b>	<b>\$9,065.73</b>	<b>\$15,822.27</b>	<b>\$79,432.66</b>	<b>\$298,099.90</b>	<b>\$201,486.98</b>

## 2. PLANNING

- Summary of Planning Division Applications Approved:

Application Type	July, 2020	June, 2020	2020 YTD	2019 Total	2015-2019 Annual Average
Code Amendments	0	0	1	1	0.2
Conditional Use	0	0	2	7	5.2
Partition	1	1	6	10	4.2
Planned Development/Subdivision	0	0	0	1	0.6
Property Line Adjustments	5	1	10	7	3.4
Vacation	0	0	0	0	0.4
Variance	0	1	1	6	4.0
Zoning Map Amendment	0	1	3	0	0.6

- 1 land use application was submitted in July.
- 7 Land Use Applications are pending final approval.
- 3 Fence Permits were issued in July, 2020.
- The overhaul of development code portions of the Sweet Home Municipal Code (SHMC) is progressing as planned. Staff has reviewed early drafts, and is working with our consultants on the next draft.
- Staff has submitted a grant application to the State to update our Transportation System Plan. An RCA requesting adoption of a resolution and support letter in favor of the application was passed by the Council on July 14<sup>th</sup>. We are now waiting for a response from the State.
- The next planning commission meeting is scheduled for September 21, 2020. Planning Commission training sessions will not be held until normal, in-person meetings can resume.

## 3. ECONOMIC DEVELOPMENT

- Staff are working to support our local businesses during the Coronavirus Pandemic. Efforts have focused on making sure that businesses know of state and federal programs that can help them and researching how we can fill in the gaps. Staff have applied for grants with the State of Oregon and Federal Government for additional small business assistance grants. We have received three grants: One is \$25,000 from the State (matched by \$25,000 from the City Economic Development Fund; We originally applied for \$50,000) for small business grants within the City of Sweet Home. We have begun advertising this grant opportunity. The second grant is \$150,000 in CDBG funds for a County-wide (excluding the City of Albany) business assistance grant program that will be administered by Community Lending Works. The third grant will be \$50,000 for emergency childcare to be provided by the Boys & Girls Clubs of the Greater Santiam. The first grant has been received and is operating. The second and third grants have been approved, but we have not yet received the funds.
- Work on a property partition and right-of-way width change for 24<sup>th</sup> Ave is progressing. This is part of a comprehensive 24<sup>th</sup> Avenue Corridor Improvement Project. Staff is now finalizing the agreement with the adjacent property owners and working on a Request for Council Action to approve the partition application and adopt a resolution to swap the land, however, the project has been stalled due to the other party's concerns about liability for any additional environmental cleanup. Staff has contacted Weyerhaeuser about the issue, and

they are now back on track working toward a No Further Action designation for the property. Weyerhaeuser has provided a timeline for the remaining work, and we expect to have a No Further Action designation by early Fall. At that point, the adjacent property owners will conduct their own legal review, and agree to move forward with the swap.

- Staff are preparing an application to ODOT for a Rail Crossing at 24<sup>th</sup> Avenue. Meetings with Albany & Eastern Railroad have been positive, and they have provided a letter of support that Staff will include with the application. The application will require additional planned right-of-way north of the tracks. Linn County has provided a letter of support committing to the ROW dedication and agreeing to the crossing.
- Linn County has expressed an interest in transferring the old Weyerhaeuser mill site to the City, with payment delayed until development begins. Staff believe that this transfer can be completed without the City taking on any liability, however Linn County has not officially outlined what this property transfer would look like. The remaining cleanup looks positive, and it is possible that it could be completed by the end of the Summer. Communications from DEQ seem to support the possibility of a No Further Action designation for at least some of the property in the near future. Staff is working on a Master Plan of the site that will detail property divisions, zoning designations, and roadway accesses. Linn County has changed course on their plan to hire a consultant to plan out the road network and is now “pioneering” a north-south road (the extension of 24<sup>th</sup> Avenue) according to the City’s proposed plan. No recent progress has been made on this project, but Staff is continuing to seek action from the County and market the property to potential business developers.

#### 4. CODE ENFORCEMENT

- Summary of Actions.
  - CE currently has 31 open cases.

<b>Case Status</b>	<b>July, 2020</b>	<b>June, 2020</b>	<b>2020 YTD</b>	<b>2019 Total</b>	<b>2018-2019 Annual Average</b>
New Complaints	2	3	2	0	0
In Progress—Investigating	6	2	11	0	0
Notice Issued	8	5	12	1	1
Pending Citation	0	0	3	0	0
Citations	0	0	1	0	0
Pending Abatement	0	0	0	2	2
Complaints Noted with No Violation Found	0	1	3	37	29
Violations Resolved	13	17	236	481	392
<b>Enforcement Type</b>	<b>July, 2020</b>	<b>June, 2020</b>	<b>2020 YTD</b>	<b>2019 Total</b>	<b>2018-2019 Annual Average</b>
Abandoned Vehicle	0	0	2	5	4
Animal	2	3	17	63	51
Blight	0	0	1	2	1
Public Right-of-way	0	0	13	36	18
Graffiti	0	0	1	1	1
Illegal Burn	0	0	0	1	3
Illegal Dumping	0	0	0	0	1
Illegal Parking	4	0	18	4	2
Illegal Sign	0	0	0	2	2
Junk Vehicle	0	0	1	11	8
Minimum Housing	0	0	0	8	4.5
Occupying an RV	1	1	30	59	46
Open Storage	0	0	28	91	77
Other	1	1	3	18	32.5
Public Nuisance	4	3	41	56	37
Tall Grass & Weeds	17	20	112	161	132.5
Vacant Lot	0	0	0	0	0.5

The City's Code Enforcement Officer responds to complaints submitted through the City's website, and actively patrols the City and works to resolve identified code violations.

Our Code Enforcement Officer, Tommy Mull, has resigned his position effective August 15<sup>th</sup>. Staff has interviewed possible replacements and extended an offer to one of the candidates. We hope to bring the new staff member on board soon enough to shadow Mr. Mull for a couple of days.

## 5. PARKS

- The Park and Tree Committee held its first meeting since the start of COVID-19 on July 15, and will meet next on August 19<sup>th</sup>, 2020. Park & Tree Committee members are continuing to work with the Beautification Committee on median planting and cleaning.
- Construction of Sankey Park Improvements is continuing. Excavating for the path base, and water, power and control lines has begun. Construction on the play structures has been completed. A contract for concrete surfacing has been approved, and a contract for asphalt surfacing will be finalized soon. Lighting units have been received.
- Harvest Festival planning meetings have resumed. The next meeting is scheduled on August 12<sup>th</sup>.
- Movies in the Park has become Movies in the Parking Lot (behind City Hall). Dates and movies for this summer:
  - July 28<sup>th</sup>, *Toy Story 4*. We had a fair turnout, despite COVID-19 regulations.
  - August 14<sup>th</sup>, *The Lion King* (2019 live-action version)

## 6. OTHER PROJECTS

- Preliminary work on the 18<sup>th</sup> Ave & Willow St Neighborhood Water LID (Proposed) is making progress. Staff is working with City Attorney Robert Snyder on the LID scope, costs, and allocation to individual lots for the water system, and is working on estimates for street improvements. Staff is also researching the possibility and effect of adding adjacent county-owned land to the LID in order to spread out the costs over a larger area, and Staff is attempting to begin negotiations with the County on this issue.
- Now that the Council has authorized ownership of the sculpture in the ODOT right-of-way near the East Linn Museum, we are still waiting on a proposed Intergovernmental Agreement from ODOT, which will come before you when it is ready.
- Consultation with ODOT improvements at 22<sup>nd</sup> Ave & Main St. is ongoing, multiple options are on the table, including lighting, location, median refuge, RRFB pedestrian lights, etc. Staff is working with ODOT to generate affordable options, however, no recent progress has been made.
- The 9<sup>th</sup> Avenue Property Line Adjustment (next to the former water treatment plan) has been completed.
- The property line adjustment for the east property line at the NCH is still pending. The Council has approved an agreement with the adjacent owner, a survey has been completed, and recording of the transaction is pending. Once the adjustment is recoded with the County, all that remains is approval by the adjacent property owner's mortgage holder.
- The ODOT Foster Lake Sidewalk Project: City Staff has met with ODOT recently, and budgetary constraints have required that the project be limited to one side (the north) of US 20. The new scope also removes the section underneath the railroad bridge, and calls for a soft-surface path in that location to be constructed by the City. Construction has been delayed until 2022.
- All CEDD Divisions have begun a systems analysis, in which they will "map" out all department processes so that efficiencies can be identified, delays can be removed, and things can be made easier for both customers and staff. These process maps will be documented for staff continuity and to share with other departments.